

# **REQUEST FOR PROPOSALS**

## **AISA HYPERSPECTRAL IMAGERY ACQUISITION OF THE HACKENSACK MEADOWLANDS DISTRICT**



**The New Jersey  
Meadowlands Commission**

May 5, 2014

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## 1.0 GENERAL INSTRUCTIONS

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### 1.1 Invitation to Submit Qualifications

#### 1.1.1 Background

The Meadowlands Environmental Research Institute (MERI) on behalf of the New Jersey Meadowlands Commission (NJMC) is soliciting sealed technical proposals to establish a contract through negotiations with qualified vendors or vendor teams to attain AISA hyperspectral imagery in the VIS-NIR spectrum (350nm-1000nm), encompassing the entirety of the Hackensack Meadowlands District (HMD – or District) detailed herein.

#### 1.1.2 Flight Area (See Figure 5.1)

The 30.4 square-mile (mi<sup>2</sup>) District is located approximately five miles west of New York City in northern New Jersey. The District encompasses portions of fourteen (14) municipalities in two counties.

- The towns included:
  - Carlstadt, East Rutherford, Little Ferry, Lyndhurst, Moonachie, North Arlington, Ridgefield, Rutherford, South Hackensack, and Teterboro in Bergen County; and Jersey City, Kearny, North Bergen, and Secaucus in Hudson County
- The District is bordered by U.S. Route 46 on north, U.S. Routes 1&9 (Tonnelles Avenue) and the freight rail line owned by Norfolk Southern and CSX Corp. (the former Conrail main line) on the east, the Port Authority Trans-Hudson (PATH) commuter rail lines and Pulaski Skyway on the south, and State Route 17, the Pascack Valley rail line, and the Kingsland rail line on the west.

#### 1.1.3 Deliverables

- i Summary & description of project
- ii Original, unrectified radiance data ([mW/cm<sup>2</sup>\*um]\*1000.00
- iii Converted, unrectified reflectance data [%]\*10000 in the VIS-NIR spectrum (350nm-1000nm)
- iv Radiometrically calibrated, atmospherically corrected (Figure 5.2), georeferenced, full band reflectance mosaic image of the District (in the VIS-NIR spectrum; 350nm-1000nm; 1m spatial/5nm spectral resolution, ENVI .DAT or ERDAS .IMG format) – geometric correction must be performed where necessary when lining up flightline (Figure 5.3), and brightness distortion between adjacent flight lines must be removed from the mosaicked image (Figure 5.4)
- v GLT georeferencing files per individual flight lines
- vi Quicklook 3-band true color composite images (RGB) in GeoTIFF format
- vii Quicklook false color composite images (CIR) in GeoTIFF format
- viii Vector files of each flight line (in ArcGIS geodatabase)
- ix A project ground control report, along with the accuracy report and metadata

#### 1.1.4 RFP & Project Schedule

| Milestone                                  | Date                          |
|--------------------------------------------|-------------------------------|
| Distribute RFP                             | Wednesday May 7, 2014         |
| Mandatory Pre-bid meeting at NJMC          | Wednesday May 21, 2014        |
| Questions/ Requests for Clarifications due | Tuesday May 27, 2014          |
| Final Addendum Distributed                 | Friday, May 30, 2014          |
| Proposal due to Commission                 | Tuesday June 10, 2014         |
| Notice to Proceed                          | Friday June 27, 2014          |
| Flight Completed                           | Between 01 and 17 August 2014 |
| Project Completion                         | October 2014                  |

#### 1.1.5 Six Good Faith Efforts, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faiths efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to ensure that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- a) Ensure Disadvantaged Business enterprises (DBE) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- e) Use services and assistance of the SBA and the Minority Business Development Agency if the Department of Commerce.
- f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

## 1.2 Qualifications

- 1.2.1 The work of this Contract shall be performed by a company with a minimum of five years' experience in multispectral image acquisition and processing. It is important that the project be completed within the timeline set forth as per this project. The NJMC has set forth specific performance criteria, concepts, and approaches which are intended to be the minimum required to meet the project objectives. Vendors are encouraged to submit proposals using the latest proven technologies in which they are experienced. However, proposals that include alternative methodologies must conclusively demonstrate that the resulting product shall meet or exceed the product quality defined using the performance criteria or product specifications listed in Section 2.0.

## 1.3 Preparation of Submittal

- 1.3.1 All Submittals must be received by the NJMC **no later than 11:00 a.m. on Tuesday, June 10, 2014.** Submittals will **NOT** be accepted after the aforementioned date and time.
- 1.3.2 The Submittals shall be as specified herein. **Three (3) copies shall be submitted.** If made by a corporation (joint venture, associated firms, etc), it shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign it. One or more of the partners shall sign if the respondent is a company or partnership.
- 1.3.3 The Submittals shall be furnished in a sealed envelope with the following information clearly indicated on the outside of the envelope: the name, address, and telephone number of the Respondent; and the name of this project: "Request for Proposals – NJMC 2014 Hyperspectral Image Acquisition Flight of the Hackensack Meadowlands District"
- 1.3.4 Also enclosed in the sealed envelope with the submittal shall be a copy of the Vendor's Business Registration Certificate and the following completed documents, attached hereto as Section 4.0:
- i. Section 4.1 Submittal Form
  - ii. Section 4.2 Disclosure Form
  - iii. Section 4.3 McBride Principles Form
  - iv. Section 4.4 Public Law 2005: Chapter 271
  - v. Section 4.5 Executive Order 117
  - vi. Section 4.6 Ownership Disclosure Form
  - vii. Section 4.7 Set-Off for State Tax for Contract
  - viii. Section 4.8 Proof of Valid Business Registration
- 1.3.5 Any Submittal may be withdrawn prior to the date and time noted in Section 1.3.1 above.
- 1.3.6 All questions concerning this RFP shall be directed to Ildiko C. Pechmann, Senior Env. Scientist. See section 1.4.3 for contact information.

## 1.4 Directions for Submission

- 1.4.1 As previously indicated, submittals must be received **no later than 11:00 a.m. on Tuesday, June 10, 2014.** Extensions will NOT be granted.
- 1.4.2 Submittals shall contain the following:

- i. Cover page;
- ii. Title page on company letterhead indicating the name, address, telephone and fax numbers of the respondent, as well as the primary contact person and their email address.
- iii. Narrative of the proposed project;
- iv. Detailed scope of work;
- v. Project schedule with detailed milestones and assumed NJMC review periods clearly designated;
- vi. Vendor qualifications (no more than 5 pages per firm);
- vii. Examples of hyperspectral imagery from past projects on CD;
- viii. Resumes of key personnel to be assigned to the project team (no more than 3 pages per person);
- ix. Three (3) prior relevant work references with contact information (phone and e-mail); and
- x. Documents specified under Section 1.3.4.

1.4.3 Respondents shall provide three (3) copies of the submission to:

**Ildiko C. Pechmann, PhD.  
Senior Environmental Scientist  
New Jersey Meadowlands Commission  
One De Korte Park Plaza  
Lyndhurst, New Jersey 07071**

1.4.4 Cost Proposal:

Cost proposal should be included with Submission. The respondent shall clearly state the proposed cost to complete the study and detail how the cost proposal was determined. Vendor shall submit a not-to-exceed price for the completion of the contract, which shall be the basis for evaluation of the contract cost. The cost proposal shall include the following information:

- i. Salary rate table identifying key personnel, job titles, role in project, and salary rates;
- ii. Level of effort by task for key personnel;
- iii. Cost breakdown by task, including labor, travel, other itemized direct expenses, overhead, and fixed fee; and Subcontractor costs, if applicable, including breakdown on a task basis.

1.4.5 Inquiries

Questions regarding proposal content shall be directed by **11:00 a.m. on Tuesday, May 27, 2014**, in writing, via fax, e-mail, or U.S. mail to

**Ildiko C. Pechmann  
Senior Environmental Scientist  
New Jersey Meadowlands Commission  
One De Korte Park Plaza  
Lyndhurst, New Jersey 07071  
Fax: 201-460-1722  
E-Mail: [Ildiko.Pechmann@njmeadowlands.gov](mailto:Ildiko.Pechmann@njmeadowlands.gov)**

## 1.5 Proposal Evaluation

### 1.5.1 Proposal Evaluation Criteria:

Submissions will be evaluated based on the following:

#### **Breakdown:**

|      | Description                                                                                                                                                               | Max Point Value |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| i.   | General experience and qualifications of the firm                                                                                                                         | 15              |
| ii.  | Client References                                                                                                                                                         | 5               |
| iii. | Degree to which Firm's Proposal indicates compliance with contract requirements, and meeting above standards                                                              | 15              |
| iv.  | Demonstrated understanding of the issues relevant to this project, including constraints to flight times and durations, nature of ground cover, and local tidal influence | 15              |
| v.   | Value of Price Proposal                                                                                                                                                   | 50              |
|      |                                                                                                                                                                           |                 |
|      | TOTAL MAXIMUM POINT VALUE                                                                                                                                                 | 100             |

### 1.5.2 Proposal Selection:

Proposals will be ranked and selected based on the above criteria. Upon award, NJMC and selected vendor shall negotiate and execute a final contract based on the terms set forth in the RFP and submitted proposal.

## 1.6 Business Registration Certificate

1.6.1 Pursuant to N.J.S.A. 52:32-44, vendors must provide proof of valid business registration with the Division of Revenue in the Department of Treasury prior to contracting with the NJMC. Respondents shall submit business registration certificates with the proposal.

## 1.7 Authorization to do business in New Jersey

1.7.1 Corporations not incorporated in the State of New Jersey shall submit with their Bid a certification from the Secretary of the State of New Jersey, indicating that said corporation is authorized to transact business in the State of New Jersey. All non-residents of New Jersey shall designate a registered agent in the State of New Jersey upon whom service can be made. A duly executed written statement accompanying the Bid shall show this designation.

## 1.8 Interpretation

Only the interpretations and/or corrections issued as a written Addendum **signed by Francisco Artigas, Ph.D.**, MERI Director, shall be binding. No other source is authorized to give information regarding any explanation or interpretation. Written addenda shall be posted on the NJMC website and sent by certified mail and email to all who obtain a copy from the NJMC. To be considered for a response, all questions must be received in writing on or before **May 27, 2014.**

## 1.9 Causes for Rejection

1.9.1 Submittals may be rejected for any or all of the following reasons:

- i. Failure to provide a valid Business Registration Certificate;
- ii. Vendor's lack of responsiveness to required certificates & documents;
- iii. Failure to disclose potential conflict of interest;
- iv. Failure to include any required information with the submittal.
- v. When the NJMC deems that it is in its best interest to do so.

1.9.2 The NJMC reserves the right to waive any and all minor irregularities and informalities in the submission, and to request clarification of submission prior to qualifying a Vendor.

## 1.10 Bonds and Insurance

1.10.1 The selected Vendor will be asked to furnish the NJMC with satisfactory proof that it has obtained the insurance described below from insurance companies or underwriters satisfactory to the NJMC. The Vendor shall keep such insurance in force until each and every obligation assumed under the Contract has been fully and satisfactorily performed. The NJMC, and property owners who have an executed access agreement with the NJMC, shall be named as additional insured under all policies, except the Compensation Insurance and the Professional Liability Insurance.

1.10.2 The selected Vendor will be asked to furnish the NJMC certificates for the following types of insurance showing the type, amount, and class of operations insured, and the effective and expiration dates of the policies.

- i **Vendor's Public Liability and Property Damage Insurance** - including Independent Vendor's Completed Operations and Contractual Liability Insurance with combined single limits of not less than one million dollars (\$1,000,000) each occurrence and with an annual aggregate of three million dollars (\$3,000,000) with respect to bodily/personal injury and property damage. Said policies of insurance shall contain a provision or endorsement providing insurance protection against property damage caused by explosion or collapse; and against damage to or interference with other facilities.
- ii **Vendor's Vehicle Liability Insurance** - for "any auto/vehicle" for the duration of the Contract for bodily injury/property damage with a combined single limit of one million dollars (\$1,000,000).
- iii **Professional Liability Insurance** - shall be maintained during the course of this agreement. Said insurance shall consist of an errors and omissions policy in the amount of one million dollars (\$1,000,000). The Vendor shall pay any policy deductibles. Any and all subcontractors also must maintain insurance to cover their work associated with the project or alternatively such subcontractors must be insured under the policy of the Vendor.
- iv **Compensation Insurance** - coverage "B", as required by state law for all employees who will be engaged in the work associated with this Contract. The Vendor shall require all subcontractors to provide similar workmen's compensation insurance for all of their employees, unless those employees are



covered under the Vendor's insurance. If any employees engaged in hazardous work under this Contract are not protected under the workmen's compensation statute; the Vendor (and any subcontractors) shall also provide adequate employer's liability insurance protection of those employees.

- v **Aviation Insurance** – shall be maintained during the course of this agreement with coverage in the amount of two million dollars (\$2,000,000) each occurrence. If the Vendor must subcontract this portion of the project, and all subcontractors associated with this aspect of the project must maintain coverage.
- vi All insurance certificates shall stipulate that the insurance will not be changed or cancelled without giving at least 60 days written notice to the NJMC by certified mail.

## **1.11 Employment Practices**

- 1.11.1 The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided to the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- 1.11.2 The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- 1.11.3 The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 1.11.4 The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.
- 1.11.5 The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2.**
- 1.11.6 The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will

discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

1.11.7 The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

1.11.8 In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract/compliance](http://www.state.nj.us/treasury/contract/compliance).)

1.11.9 The Contractor and its subcontractor shall furnish such reports or other documents to the Division of Purchase and Property, CCAU, EEO Monitoring Program as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase and Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at **N.J.A.C. 17:27**.

## **1.12 REQUIREMENTS OF PUBLIC LAW 2005, CHAPTER 51, N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134) AND EXECUTIVE ORDER 117 (2008)**

1.12.1 In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, then-Governor James E. McGreevey issued Executive Order 134 on September 22, 2004. To this end, Executive Order 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. Executive Order 134 was superseded by Public Law 2005, c. 51, which was signed into law on March 22, 2005 ("Chapter 51"). On September 24, 2008 Governor Jon S. Corzine issued Executive Order No. 117 ("E.O. 117"), which is designed to enhance New Jersey's efforts to protect the integrity of procurement decisions and increase the public's confidence in government. The Executive Order builds upon the provisions of Chapter 51. Pursuant to the requirements of this Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

1.12.2 DEFINITIONS - For the purpose of this section, the following shall be defined as follows:

1.) Reportable Contributions – contributions, including in-kind contributions, in excess of \$300.00 in the aggregate per election made to or received by a candidate committee, joint candidates committee, or political committee; or per calendar year made to or received by a political party committee, legislative leadership committee, or continuing political committee.

2.) Business Entity – means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition also includes (i) if a business entity is a for-profit corporation, any officer of the corporation and any other person or business entity that owns or controls 10% or more of the stock of the corporation; (ii) if a business entity is a professional corporation, any shareholder or officer; (iii) if a business entity is a general partnership, limited partnership or limited liability partnership, any partner; (iv) if a business entity is a sole proprietorship, the proprietor; (v) if the business entity is any other form of entity organized under the laws of New Jersey or any other state or foreign jurisdiction, any principal, officer or partner thereof; (vi) any subsidiaries directly or indirectly controlled by the business entity; (vii) any political organization organized under 26 U.S.C.A. § 527 that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (viii) with respect to an individual who is included within the definition of “business entity”, that individual’s spouse or civil union partner and any child residing with that person.

1 Contributions made by a spouse, civil union partner or resident child to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides are permitted.

3.) Officer – a president, vice president with senior management responsibility, secretary, treasurer, chief executive officer, or chief financial officer of a corporation or any person routinely performing such functions for a corporation. Please note that officers of non-profit entities are excluded from this definition.

4.) Partner – one of two or more natural persons or other entities, including a corporation, who or which are joint owners of and carry on a business for profit, and which business is organized under the laws of this State or any other state or foreign jurisdiction, as a general partnership, limited partnership, limited liability partnership, limited liability company, limited partnership association, or other such form of business organization.

1.12.3 BREACH OF TERMS OF THE LEGISLATION – It shall be a breach of the terms of the contract for the Business Entity to (i) make or solicit a contribution in violation of the Legislation, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of the Legislation; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

#### 1.12.4 CERTIFICATION AND DISCLOSURE REQUIREMENTS –

- 1.) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor or Lieutenant Governor, to any State, county, municipal political party committee, or to any legislative leadership committee during certain specified time periods.
- 2.) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by either Chapter 51 or Executive Order 117 have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C. 527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.shtml#eo134>, shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State’s request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.
- 3.) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at shall be provided to the intended awardee with the Notice of Intent to Award.

1.12.5 STATE TREASURER REVIEW – The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

#### 1.12.6 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271 –

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor’s responsibility to determine if the filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

### **END OF SECTION 1.0**

## **2.0 TECHNICAL INFORMATION**

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### **2.1 General**

The NJMC will use hyperspectral data to support a Geographic Information System (GIS), in areas such as wetlands assessment and monitoring as well as assessing tidal wetland impairments, watershed modeling, wetlands assessment, flood modelling, open space inventory, and environmental studies related to MERI's research activities.

### **2.2 Scope of Work**

#### **2.2.1 Guidance on Preparing Scope of Work**

Respondents shall devise a scope of work adequate to achieve the tasks described below. At a minimum, the proposed scope of work shall include narrative statements regarding project understanding and proposed approach, a detailed list of work tasks, a proposed management structure for completing the study according to schedule, and a list of key personnel assigned to each task. A description of all proposed methods and technologies that may be used in the project shall be provided.

#### **2.2.2 Project Management**

The Vendor shall provide a thorough Project Management plan, which clearly establishes lines of communication, authority and responsibility with regards to management of the project and communication with MERI project management staff. The plan must state how the Vendor will ensure the data and products will be delivered.

A priority statement shall be included to give MERI a sense of where this project fits into the current Vendor projects. Moreover, the plan shall include Quality Assurance and Quality Control (QA/QC) procedures employed to ensure that products meet the required accuracy and performance standards of these specifications. The Vendor shall give a detailed description as to how the data will be captured and the plan for flight mission(s).

#### **2.2.3 Available Information**

Part of the project area was flown by Galileo Group, Inc. in August of 2012 at 1m spatial/5nm spectral resolution. The NJMC had Galileo deliver geo-rectified reflectance images of each flightline as well as the full band mosaic images of the required sites in the VIS-NIR spectrum (400nm-1000nm) and in ENVI .DAT format as well as 3-band true color and false-color composite images, and vector file of each individual flightline.

#### **2.2.4 Project Boundary**

The District is bordered by Route 46 on the north, Routes 1 and 9 (Tonnelles Avenue) and the freight rail line owned by Norfolk Southern and CSX Corp. (the former Conrail main line) on the east, the Port Authority Trans Hudson (PATH) commuter rail lines and Pulaski Skyway on the south, and Route 17, the Pascack Valley rail line, and the Kingsland rail line on the west.

**END OF SECTION 2.0**

## 3.0 TASKS & DELIVERABLES

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### 3.1 Ground Control

- 3.1.1 National Geodetic Survey (NGS) control monuments will be used as horizontal base control for this project.
- 3.1.2 The above information shall be compiled into a ground control report with a narrative of the equipment and procedure used and the results achieved. A diagram indicating the location of each of the control points surveyed including ties, horizontal coordinates shall also be included. The ground control report shall be signed and sealed by a New Jersey Licensed Professional Land Surveyor

### 3.2 Image Acquisition

- 3.2.1 The Vendor shall complete a full flight over the District to produce hyperspectral imagery in the VIS-NIR spectrum (350nm-1000nm) (Figure 5.1) at a fundamental vertical accuracy of 1 m or better, and a spectral accuracy of 5 nm. All data shall be tied to the New Jersey State Plane Coordinate System (NAD 1983, epoch 2010.00) horizontal datum.
- 3.2.2 The AISA flight shall be acquired in the first two weeks of August, 2014 at low tide. The NJMC requests the flight to take place between August 01 and 17, 2014 to maintain consistency with previous hyperspectral flights in the area.
- 3.2.3 Hyperspectral imagery shall be acquired plus/minus two hours from low tide. Tide tables will be provided.

### **DIGITAL DATA**

Vendor shall provide Original, unrectified radiance data ( $[mW/cm^2 \cdot \mu m] \cdot 1000.00$  in the VIS-NIR spectrum (350nm-1000nm), converted, unrectified reflectance data  $[\%] \cdot 10000$  in the VIS-NIR spectrum (350nm-1000nm). Radiometrically calibrated and atmospherically corrected, georeferenced, full band, mosaicked reflectance images (in the VIS-NIR spectrum; 350nm-1000nm; 1m spatial/5nm spectral resolution, ENVI .DAT or ERDAS .IMG format). Mosaick of the District (HMD\_boundary.shp, Figure 5.1). Brightness distortions between adjacent flight lines need to be removed from the mosaicked image. The digital data shall be delivered on external hard drive labeled with the name of the project, description of data, the date of the data and contact information. A project report, along with the accuracy report and metadata shall be included in the final deliverable.

All digital data must be accompanied by thorough Metadata with information including but not limited to:

- Title, Abstract, and Publication Data
- Geographic Extent and Projection Information
- Publication Information
- Data quality
- Lineage (process steps)

### **3.3 Deliverables Checklist**

The Vendor shall include a checklist of all deliverables.

### **3.4 Payment Terms**

Payment will be made upon successful completion of the project based on submitted invoices.

### **3.5 Sample Maps for QA/QC**

Before Final submissions of all deliverables, the NJMC shall receive digital versions of sample full band reflectance images in order to perform a QA/QC process to inform the Vendor of any irregularities and/or omissions.

**END OF SECTION 3.0**

## 4.0 FORMS

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### 4.1 Submittal Form

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# State of New Jersey

## New Jersey Meadowlands Commission

### SUBMITTAL FORM

TO: New Jersey Meadowlands Commission (NJMC)

RE: Hyperspectral Image Acquisition of the Hackensack Meadowlands District

This Submittal will not be accepted after 11:00 a.m. on Tuesday, June 10, 2014. The Respondent agrees that this Submittal will not be withdrawn for a period of sixty (60) calendar days after the closing time for receipt of Submittals.

\_\_\_\_\_, the Respondent presenting this Submittal, hereby proposes and agrees to furnish all plant, labor, equipment, materials, tools, and services necessary to perform all work.

The following documents are included with this Submittal Form:

The Respondent has reviewed the RFP and understands that any information relative to any existing structures, apparent and latent conditions, or natural phenomena, as furnished by the NJMC in the RFP, carries no guarantee (expressed or implied) as to its completeness or accuracy.

The Respondent declares that this Submittal is made without connection to any other person or persons making a submittal for the same work and is, in all respects, fair and without collusion or fraud.

The Respondent understands that the NJMC reserves the right to reject any or all Submittals, or to waive any informality or technicality in any Submittal, in the interest of the NJMC.



**If a Corporation:**

Typed Name of Corporation: \_\_\_\_\_

Typed Business Address: \_\_\_\_\_

Typed Telephone Number: \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_  
(if not New Jersey, then Respondent has enclosed authorization to do business in New Jersey).

I am authorized and hereby do sign this Submittal:

\_\_\_\_\_  
Typed Name of Signer: \_\_\_\_\_

Typed Title of Signer: \_\_\_\_\_

Typed Name of President: \_\_\_\_\_

Typed Name of Secretary: \_\_\_\_\_

Typed Name of Treasurer: \_\_\_\_\_

(Affix Corporate Seal)  
Dated: \_\_\_\_\_

**If a Partnership, Individual, or Non-Incorporated Organization:**

Typed Name of Company: \_\_\_\_\_

Typed Address: \_\_\_\_\_

Typed Telephone Number: \_\_\_\_\_

I am authorized and hereby do sign this Submittal:

\_\_\_\_\_  
Typed Name of Signer: \_\_\_\_\_

Typed Title of Signer: \_\_\_\_\_

Dated: \_\_\_\_\_

## 4.2 Disclosure Form

**State of New Jersey**  
**New Jersey Meadowlands Commission**

# DISCLOSURE FORM

# Hyperspectral Image Acquisition Delivery

PURSUANT TO THE PROVISIONS OF CHAPTER 33 OF THE LAWS OF 1977,  
ALSO KNOWN AS N.J.S.A. 52:25 through 52:24.2, WHICH BECAME EFFECTIVE MARCH 8, 1977.

Each Vendor is required to furnish below the names and addresses of all stockholders of the corporation who own 10% or more of the stock of said corporation; or in case of a partnership, the names and addresses of all partners who have a 10% or greater interest in the partnership:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Dated: \_\_\_\_\_

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## 4.3 MacBride Principles Form

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PB-MP.1 R10/2011

### **MACBRIDE PRINCIPLES FORM**

#### **BIDDER'S REQUIREMENT: TO PROVIDE A CERTIFICATION IN COMPLIANCE WITH MACBRIDE PRINCIPLES AND NORTHERN IRELAND ACT OF 1989**

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Director of the Division of Building and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Directors may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Directors find contractors to be in violation of the principles which are the subject of this law, they shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I certify, pursuant to N.J.S.A. 52:34-12.2 that the entity for which I am authorized to bid:

- ☐ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or
- ☐ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## 4.4 Public Law 2005: Chapter 271

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### **PUBLIC LAW 2005 CHAPTER 271**

### **Vendor Certification and Political Contribution Disclosure Form**

**Contract Reference:** \_\_\_\_\_ **Vendor:** \_\_\_\_\_

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At least ten (10) days prior to entering into the above-referenced contract, the Vendor must complete this Certification and Disclosure Form, in accordance with the directions below and submit it to the State contact for such contract.

Please note that the disclosure requirements under Public Law 2005, Chapter 271 are separate and different from the disclosure requirements under Public Law 2005, Chapter 51 (formerly Executive Order 134). Although no vendor will be precluded from entering into a contract by any information submitted on this form, a vendor's failure to fully, accurately and truthfully complete this form and submit it to the appropriate State agency may result in the imposition of fines by the New Jersey Election Law Enforcement Commission.

### Disclosure

Following is the required Vendor disclosure of all Reportable Contributions made in the twelve (12) months prior to and including the date of signing of this Certification and Disclosure to: (i) any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or (ii) any entity that is also defined as a "continuing political committee" under N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.

The Vendor is required to disclose Reportable Contributions by: the Vendor itself; all persons or other business entities owning or controlling more than 10% of the profits of the Vendor or more than 10% of the stock of the Vendor, if the Vendor is a corporation for profit; a spouse or child living with a natural person that is a Vendor; all of the principals, partners, officers or directors of the Vendor and all of their spouses; any subsidiaries directly or indirectly controlled by the Vendor; and any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the Vendor, other than a candidate committee, election fund, or political party committee.

"Reportable Contributions" are those contributions that are required to be reported by the recipient under the "New Jersey Campaign Contributions and Expenditures Reporting Act," P.L. 1973, c.83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-10.1 et seq. As of January 1, 2005, contributions in excess of \$300 during a reporting period are deemed "reportable."

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**PUBLIC LAW 2005  
CHAPTER 271**

**Vendor:** \_\_\_\_\_

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| Name and Address of Committee<br>to Which Contribution Was Made                                      | Date of<br>Contribution | Amount of<br>Contribution | Contributor's Name |
|------------------------------------------------------------------------------------------------------|-------------------------|---------------------------|--------------------|
| Indicate " <u>none</u> " if no Reportable Contributions were made. Attach Additional Pages As Needed |                         |                           |                    |
|                                                                                                      |                         |                           |                    |
|                                                                                                      |                         |                           |                    |
|                                                                                                      |                         |                           |                    |

**#1**

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**Certification:**

I certify as an officer or authorized representative of the Vendor that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

**#2**

Name of Vendor: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## 4.5 Executive Order 117 Form



State of New Jersey  
Division of Purchase and Property  
Two-Year Chapter 51 / Executive Order 117 Vendor Certification and  
Disclosure of Political Contributions

**For AGENCY USE ONLY**

**General Information**

Solicitation, RFP or Contract No. \_\_\_\_\_ Award Amount \_\_\_\_\_

Description of Services \_\_\_\_\_

**Agency Contact Information**

Agency \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Agency Email \_\_\_\_\_

**Part 1: Vendor Information**

Full Legal Business Name \_\_\_\_\_  
(including trade name if applicable)

**Business Type** ☐ Corporation ☐ Limited Partnership ☐ Professional Corporation ☐ General Partnership  
☐ Limited Liability Company ☐ Sole Proprietorship ☐ Limited Liability Partnership

Address 1 \_\_\_\_\_ Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Vendor Email \_\_\_\_\_ Vendor FEIN \_\_\_\_\_

**Part 2: Public Law 2005, Chapter 51/ Executive Order 117 (2008) Certification**


I hereby certify as follows:

1. On or after October 15, 2004, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order 117 (2008) has solicited or made any contribution of money, pledge of contribution, including in-kind contributions, company or organization contributions, as set forth below that would bar the award of a contract to the vendor, pursuant to the terms of Executive Order 117 (2008).
  - a) Within the preceding 18 months, the below-named person or organization has not made a contribution to:
    - (i) Any candidate committee and/or election fund of any candidate for or holder of the public office of Governor or Lieutenant Governor;
    - (ii) Any State, county, municipal political party committee; OR
    - (iii) Any legislative leadership committee.
  - b) During the term of office of the current Governor(s), the below-named person or organization has not made a contribution to:
    - (i) Any candidate, committee and/or election fund of the Governor or Lieutenant Governor; OR
    - (ii) Any State, county or municipal political party committee nominating such Governor in the election preceding the commencement of said Governor's term.
  - c) Within the 18 months immediately prior to the first day of the term of office of the Governor(s), the below-named person or organization has not made a contribution to:
    - (i) Any candidate, committee and/or election fund of the Governor or Lieutenant Governor; OR
    - Any State, county, municipal political party committee of the political party nominating the successful gubernatorial candidate(s) in the last gubernatorial election.

**PLEASE NOTE:** Prior to November 15, 2008, the only disqualifying contributions include those made by the vendor or a principal owning or controlling more than 10 percent of the profits or assets of a business entity (or 10 percent of the stock in the case of a business entity that is a corporation for profit) to any candidate committee and/or election fund of the Governor or to any state or county political party within the preceding 18 months, during the term of office of the current Governor or within the 18 months immediately prior to the first day of the term of Office of Governor.

**Part 3: Disclosure of Contributions Made**

☐ Check this box if no reportable contributions have been made by the above-named business entity or individual.

|                                                                  |       |                        |                                                                                           |
|------------------------------------------------------------------|-------|------------------------|-------------------------------------------------------------------------------------------|
| Name of Recipient                                                | _____ | Address of Recipient   | _____                                                                                     |
| Date of Contribution                                             | _____ | Amount of Contribution | _____                                                                                     |
| Type of Contribution (i.e. currency, check, loan, in-kind) _____ |       |                        |                                                                                           |
|                                                                  |       |                        |                                                                                           |
| Contributor Name _____                                           |       |                        |                                                                                           |
| Relationship of Contributor to the Vendor _____                  |       |                        |                                                                                           |
| Contributor Address _____                                        |       |                        |                                                                                           |
| City                                                             | _____ | State                  | _____  |
|                                                                  |       | Zip                    | _____                                                                                     |

**Add a Contribution**

If this form is not being completed electronically, please attach pages for additional contributions as necessary. Otherwise click "Add a Contribution" to enter additional contributions.

#### Part 4: Certification

I have read the instructions accompanying this form prior to completing this certification on behalf of the above-named business entity. I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

I understand that this certification will be in effect for two (2) years from the date of approval, provided the ownership status does not change and/or additional contributions are not made. If there are any changes in the ownership of the entity or additional contributions are made, a new full set of documents are required to be completed and submitted. By submitting this Certification and Disclosure, the person or entity named herein acknowledges this continuing reporting responsibility and certifies that it will adhere to it.

(CHECK ONE BOX A, B or C)

- (A) ☐ I am certifying on behalf of the above-named business entity and all individuals and/or entities whose contributions are attributable to the entity pursuant to Executive Order 117 (2008).
- (B) ☐ I am certifying on behalf of the above-named business entity only.
- (C) ☐ I am certifying on behalf of an individual and/or entity whose contributions are attributable to the vendor.

Signed Name \_\_\_\_\_ Print Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Title/Position \_\_\_\_\_

#### Agency Submission of Forms

The agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms, together with a completed Ownership Disclosure form, either electronically to [cd134@treas.state.nj.us](mailto:cd134@treas.state.nj.us), or regular mail at Chapter 51 Review Unit, P.O. Box 039, 33 West State Street, 9<sup>th</sup> Floor, Trenton, NJ 08625. The agency should save the forms locally and keep the original forms on file, and submit copies to the Chapter 51 Review Unit.



## 4.6 Ownership Disclosure Form

| <b>STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY<br/>OWNERSHIP DISCLOSURE FORM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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------------------------------------------------------------------------------------|--|--|-------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------|--|-------------|----------------------|--------------------|----------------------------|---------------------|--|------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"><span>Solicitation Number: _____</span><span>Bidder/Offeror: _____</span></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><b>PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.</b><br/><b>ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2</b><br/><b>PLEASE NOTE: IF THE BIDDER/OFFEROR IS A NON-PROFIT, THIS FORM IS NOT REQUIRED. PLEASE COMPLETE THE SEPARATE DISCLOSURE OF INVESTIGATIONS FORM.</b></div> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 80%;"></th><th style="width: 10%; text-align: center;">YES</th><th style="width: 10%; text-align: center;">NO</th></tr></thead><tbody><tr><td>1. Are there any individuals, corporations or partnerships owning a 10% or greater interest in the bidder/offeror?</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td colspan="3" style="padding-top: 10px;"><b>IF THE ANSWER TO QUESTION 1 IS <u>NO</u>, PLEASE SIGN AND DATE THE FORM. YOU DO NOT HAVE TO COMPLETE ANY MORE QUESTIONS ON THIS FORM. IF THE ANSWER TO QUESTION 1 IS <u>YES</u>, PLEASE ANSWER QUESTIONS 2-4 BELOW.</b></td></tr><tr><td>2. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties individuals?</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>3. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties corporations or partnerships?</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>4. If your answer to Question 3 is "YES", are there any parties owning a 10% or greater interest in the corporation or partnership referenced in Question 3?</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr></tbody></table> <div style="margin-top: 10px;"><b>IF ANY OF THE ANSWERS TO QUESTIONS 2-4 ARE <u>YES</u>, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.</b></div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><b>PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS "YES".</b><br/>For Questions 2-4 answered "YES", you must disclose identifying information related to the individuals, partnerships and/or corporations owning a 10% or greater interest in the bidder/offeror. Further, if one or more of these entities is itself a corporation or partnership, you must also disclose all parties that own a 10% or greater interest in that corporation or partnership. This information is required by statute.<br/><br/>TO COMPLETE PART 2, PLEASE PROVIDE THE REQUESTED INFORMATION PERTAINING TO EITHER <b>INDIVIDUALS</b> OR <b>PARTNERSHIPS/CORPORATIONS</b> HAVING A 10% OR GREATER INTEREST IN THE BIDDER/OFFEROR. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ENTRY" BUTTON IN THE APPROPRIATE ENTITY TYPE.</div> <div style="margin-top: 20px;"><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center; padding: 5px;"><b>Individuals</b></th></tr></thead><tbody><tr><td style="width: 50%; padding: 5px;">Name: _____</td><td style="width: 50%; padding: 5px;">Date of Birth: _____</td></tr><tr><td style="padding: 5px;">Office Held: _____</td><td style="padding: 5px;">Ownership Interest _____ %</td></tr><tr><td colspan="2" style="padding: 5px;">Home Address: _____</td></tr><tr><td style="padding: 5px;">City _____</td><td style="padding: 5px;">State _____ Zip Code _____</td></tr><tr><td colspan="2" style="padding: 5px;">Are there additional entities holding 10% or greater ownership interest in the bidder/offeror and its parent corporation/partnership?</td></tr><tr><td colspan="2" style="text-align: center; padding: 5px;"><input type="checkbox"/> Yes or <input type="checkbox"/> No</td></tr><tr><td colspan="2" style="text-align: center; padding: 5px;"><div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; padding: 2px 10px; background-color: #f0f0f0;">Add An Additional Individuals Entry</div><div style="border: 1px solid black; padding: 2px 10px; background-color: #f0f0f0;">Delete Entry</div></div></td></tr></tbody></table></div> |                            |                          | YES | NO | 1. Are there any individuals, corporations or partnerships owning a 10% or greater interest in the bidder/offeror? | <input type="checkbox"/> | <input type="checkbox"/> | <b>IF THE ANSWER TO QUESTION 1 IS <u>NO</u>, PLEASE SIGN AND DATE THE FORM. YOU DO NOT HAVE TO COMPLETE ANY MORE QUESTIONS ON THIS FORM. IF THE ANSWER TO QUESTION 1 IS <u>YES</u>, PLEASE ANSWER QUESTIONS 2-4 BELOW.</b> |  |  | 2. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties individuals? | <input type="checkbox"/> | <input type="checkbox"/> | 3. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties corporations or partnerships? | <input type="checkbox"/> | <input type="checkbox"/> | 4. If your answer to Question 3 is "YES", are there any parties owning a 10% or greater interest in the corporation or partnership referenced in Question 3? | <input type="checkbox"/> | <input type="checkbox"/> | <b>Individuals</b> |  | Name: _____ | Date of Birth: _____ | Office Held: _____ | Ownership Interest _____ % | Home Address: _____ |  | City _____ | State _____ Zip Code _____ | Are there additional entities holding 10% or greater ownership interest in the bidder/offeror and its parent corporation/partnership? |  | <input type="checkbox"/> Yes or <input type="checkbox"/> No |  | <div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; padding: 2px 10px; background-color: #f0f0f0;">Add An Additional Individuals Entry</div><div style="border: 1px solid black; padding: 2px 10px; background-color: #f0f0f0;">Delete Entry</div></div> |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                                 |  |                                                                                                                                                                                                                                                                                                       |  |
| 1. Are there any individuals, corporations or partnerships owning a 10% or greater interest in the bidder/offeror?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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                            |  |                                                                                                                                                                                                                                                                                                       |  |
| <b>IF THE ANSWER TO QUESTION 1 IS <u>NO</u>, PLEASE SIGN AND DATE THE FORM. YOU DO NOT HAVE TO COMPLETE ANY MORE QUESTIONS ON THIS FORM. IF THE ANSWER TO QUESTION 1 IS <u>YES</u>, PLEASE ANSWER QUESTIONS 2-4 BELOW.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| 2. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties individuals?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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                            |  |                                                                                                                                                                                                                                                                                                       |  |
| 3. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties corporations or partnerships?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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                            |  |                                                                                                                                                                                                                                                                                                       |  |
| 4. If your answer to Question 3 is "YES", are there any parties owning a 10% or greater interest in the corporation or partnership referenced in Question 3?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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| <b>Individuals</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| Name: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Office Held: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| Home Address: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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| City _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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                                 |  |                                                                                                                                                                                                                                                                                                       |  |
| Are there additional entities holding 10% or greater ownership interest in the bidder/offeror and its parent corporation/partnership?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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| <input type="checkbox"/> Yes or <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| <div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; padding: 2px 10px; background-color: #f0f0f0;">Add An Additional Individuals Entry</div><div style="border: 1px solid black; padding: 2px 10px; background-color: #f0f0f0;">Delete Entry</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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**Partnerships/Corporations**  
**Partnerships/Corporations**

Entity Name: \_\_\_\_\_

Partner Name: \_\_\_\_\_ Ownership Interest \_\_\_\_\_ %

Business Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are there additional entities holding 10% or greater ownership interest in the bidder/offeror and its parent corporation/partnership?

☐ Yes or ☐ No

Delete Entry

Add An Additional Partnerships/Corporations Entry

ONCE YOU HAVE IDENTIFIED **ALL** PARTIES HAVING A 10% OR GREATER OWNERSHIP INTEREST IN THE BIDDER/OFFEROR AND ITS PARENT CORPORATION/PARTNERSHIPS, PLEASE SIGN AND DATE BELOW AND PROCEED TO THE **DISCLOSURE OF INVESTIGATIONS FORM**.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_

ALL BIDDER/OFFERORS MUST COMPLETE THE DISCLOSURE OF INVESTIGATIONS FORM

## DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM

Solicitation Number: \_\_\_\_\_ Bidder/Offeror: \_\_\_\_\_

**PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.**  
PLEASE REFER TO THE PERSONS AND/OR ENTITIES LISTED ON YOUR OWNERSHIP DISCLOSURE FORM WHEN ANSWERING THE QUESTIONS BELOW.

**NON-PROFIT ENTITIES:** PLEASE LIST **ALL** OFFICERS/DIRECTORS IN **PART 2** OF THIS FORM. YOU WILL BE REQUIRED TO ANSWER THE QUESTIONS BELOW WITH RESPECT TO THESE INDIVIDUALS.

- |                                                                                                                                                                                                                                                                                                           | YES                      | NO                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Has any person or entity listed on this form or its attachments ever been arrested, charged, indicted, or convicted in a criminal or disorderly persons matter by the State of New Jersey (or political subdivision thereof), any other state or the U.S. Government?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has any person or entity listed on this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any government agency from bidding or contracting to provide services, labor, materials or supplies?                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are there currently any pending criminal matters or debarment proceedings in which the firm and/or its officers and/or managers are involved?                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has any person or entity listed on this form or its attachments been denied any license, permit or similar authorization required to engage in the work applied for herein, or has any such license, permit or similar authorization been revoked by any agency of federal, state or local government? | <input type="checkbox"/> | <input type="checkbox"/> |

**IF ANY OF THE ANSWERS TO QUESTIONS 1-4 ARE YES, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.**  
**IF ALL OF THE ANSWERS TO QUESTIONS 1-4 ARE NO, PLEASE READ AND SIGN THE FORM BELOW. NO FURTHER ACTION IS NEEDED.**  
**IF YOU ARE A NON-PROFIT, YOU MUST DISCLOSE ALL OFFICERS/DIRECTORS IN PART 2 BELOW.**

### **PART 2: PROVIDING ADDITIONAL INFORMATION**

**For Questions 1-4 answered "YES",** you must provide a detailed description of any investigation or litigation, including but not limited to administrative complaints or other administrative proceedings, involving public sector clients during the past 5 years. This description must include the nature and status of the investigation, and for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and if applicable, disposition. Please provide this information in the box labeled "Additional Information" below. The box will prompt you to provide the information referenced above. Please provide thorough answers to each question. Click on the "Add Additional Information" button below the box if you need to make additional entries.

**Non-profit bidder/offers** must disclose the individuals serving as officers or directors for purposes of this form. Please indicate all individuals acting in either capacity by providing the information located in the "Officers/Directors" box. If additional entries are needed, click the "Add an Officer/Director Entry" button.

Once all required information has been disclosed, please sign and date below

| Additional Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Person or Entity _____ Date of Inception: _____<br>Current Status _____<br>Brief Description _____<br>Caption of Action (if applicable) _____ Disposition of Action (if applicable) _____<br>Bidder/Offeror Contact Name _____<br>Contact Phone Number _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <div style="border: 1px solid black; padding: 2px 10px; background-color: #cccccc;">Delete Entry</div> |
| <div style="border: 1px solid black; padding: 2px 10px; background-color: #cccccc;">Add Additional Information</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                        |
| Officers/Directors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                        |
| Name: _____<br>Title _____ DOB _____<br>Address _____<br>City _____ State _____ Zip Code _____<br>Phone _____ E-Mail _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <div style="border: 1px solid black; padding: 2px 10px; background-color: #cccccc;">Delete Entry</div> |
| <div style="border: 1px solid black; padding: 2px 10px; background-color: #cccccc;">Add An Additional Officer/Director Entry</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                        |
| <p><small>Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.</small></p> <p>Full Name (Print): _____ Signature: _____</p> <p>Title: _____ Date: _____</p> |                                                                                                        |

**State of New Jersey**  
**Division of Purchase and Property**  
**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Solicitation Number: \_\_\_\_\_ Bidder/Officer: \_\_\_\_\_

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**

☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase and Property under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| Name _____                        | Relationship to Bidder/Officer _____ |
| Description of Activities _____   |                                      |
| _____                             |                                      |
| Duration of Engagement _____      | Anticipated Cessation Date _____     |
| Bidder/Officer Contact Name _____ | Contact Phone Number _____           |

**ADD AN ADDITIONAL ACTIVITIES ENTRY**

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

|                          |                  |
|--------------------------|------------------|
| Full Name (Print): _____ | Signature: _____ |
| Title: _____             | Date: _____      |

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## 4.7 Set-Off for State Tax for Contract

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### NEW JERSEY MEADOWLANDS COMMISSION

#### NOTICE TO ALL BIDDERS OF SET-OFF FOR STATE TAX FOR CONTRACT

Please be advised that, pursuant to P.L. 1995, c. 159, effective January 1, 1996, and notwithstanding any provisions of the law to the contrary, whenever any taxpayer, partnership or S. corporation under contract to provide goods and services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's or shareholder's share of the payment due the taxpayer, partnership or S corporation. The amount of the set off shall not allow for the deduction of expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer and provide an opportunity for a hearing within 30 days of such notice under the procedures of protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable to the State, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.

"I HAVE BEEN ADVISED OF THIS NOTICE"

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Print or Type Name of Signer: \_\_\_\_\_

Print or Type Title of Signer: \_\_\_\_\_

Date: \_\_\_\_\_

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## **4.8 Proof of Valid Business Registration**

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### NEW JERSEY MEADOWLANDS COMMISSION

#### PROOF OF VALID BUSINESS REGISTRATION WITH THE NEW JERSEY DIVISION OF REVENUE FOR CONTRACT

The Bidder shall provide proof of valid business registration with the Division of Revenue. A copy of the registration shall be attached to this form.





Search



## OBTAINING PROOF OF REGISTRATION

If you plan on conducting business with the State or any New Jersey county, municipality, local board of education, charter school, county college, authority, or state college or university, you will be required to be registered with the New Jersey Division of Revenue. In addition, you may be required to submit as part of a public bid or prior to issuing a purchase order a copy of the “proof of registration certificate” to the contracting agency.

**To register:** Businesses including sole proprietors and general partnerships must complete Form NJ-REG and submit it to the Division of Revenue. The form can be filed online or by mailing a paper form to the Division. Online filing is strongly encouraged.

- Register online at <https://www.state.nj.us/treasury/revenue/dcr/filing/leadpg.htm>. Click the “online” link and then select “Register for Tax and Employer Purposes.”
- Download the paper form and instructions at [www.nj.gov/treasury/revenue/revprnt.htm](http://www.nj.gov/treasury/revenue/revprnt.htm).
- Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

**Note:** If you operate a corporation, limited partnership, limited liability company or limited liability partnership and have a physical presence in this state, you must obtain legal authority to operate in the State of New Jersey before registering for tax and employer purposes. Generally, this is accomplished by filing an original business certificate with the Division of Revenue, such as a Certificate of Incorporation or Formation. For more information on this subject, visit [www.nj.gov/treasury/revenue/filecerts.htm](http://www.nj.gov/treasury/revenue/filecerts.htm), or call 609.292.9292.

**Registering as an individual or as an unincorporated construction contractor:** : There is a simplified registration process for individuals doing business with any New Jersey government agency. If you have no tax or employer obligations, you may file Form NJ-REG-A which may be downloaded from the web at [www.nj.gov/treasury/revenue/pdforms/reg-a.pdf](http://www.nj.gov/treasury/revenue/pdforms/reg-a.pdf).

You may also use Form NJ-REG-A if you are an unincorporated construction contractor performing services (Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2) in NJ and need to register with the Division of Revenue.

To obtain a copy by mail, call 609.292.9292, or write to the Division of Revenue's Client Registration Bureau at PO Box 252, Trenton, NJ 08646-0252.

**Questions about the registration process?** Call 609.292.9292.



## How do I receive the proof of registration certificate?

**New Registrants.** When completing Form NJ-REG, make sure you answer “Yes” to the contractor/sub-contractor question (Online - Item 17; Paper Form - Item 18). The Division of Revenue will mail the certificate to the mailing address you supply on your registration form.

**Previously Registered Businesses.** You may [obtain a certificate online](#) by using your ID number for this quick process. You may also [submit a request by e-mail](#). Be sure to include the business identification number, and the business name and address in the text of your message. If you write to PO Box 252, Trenton, NJ 08646-0252, please allow 15 to 20 working days to receive your certificate. Alternately, you may visit the Division’s Client Registration Bureau in person and request a certificate. The address is 33 West State St 5th Fl, Trenton, NJ 08611. Service desk hours are 8:30am to 4pm, weekdays excluding holidays.

**What information does the proof of registration contain?** The certificate displays the following information: Business Name, Trade Name (if applicable), Business Address, Contractor Certification Number (state issued), Certification Issuance Date, and Effective Date (business start date in New Jersey as entered on Form NJ-REG).

- [Getting Registered](#)
- [Registering for Tax Purposes](#)

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Updated: 10/27/09

**END OF SECTION 4.0**

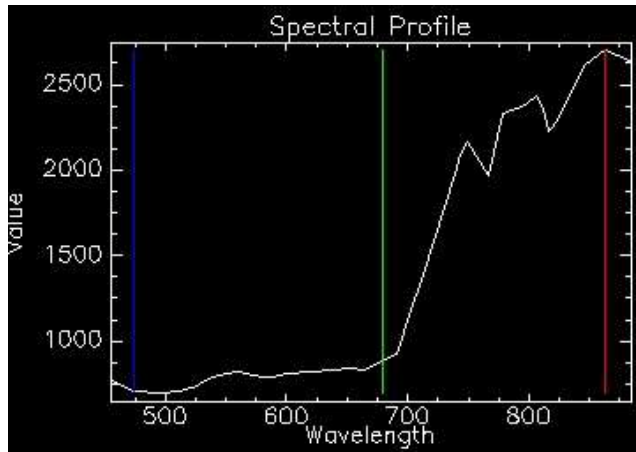
## 5.0 FIGURES

### 5.1: HMD BOUNDARY

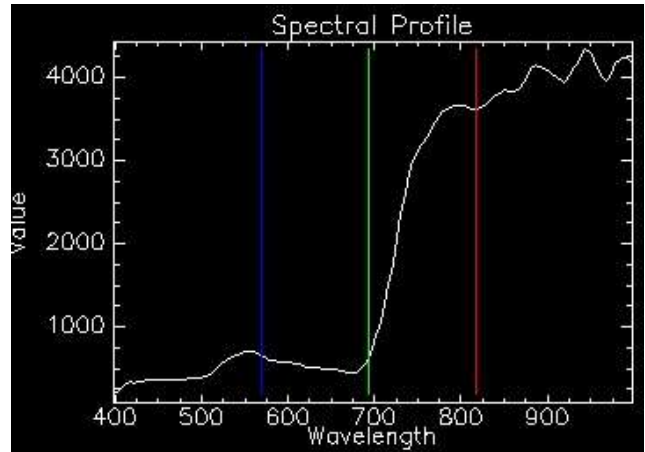


## 5.2: ATMOSPHERIC CORRECTION

AISA Imagery Example - 2012



**Not Acceptable**



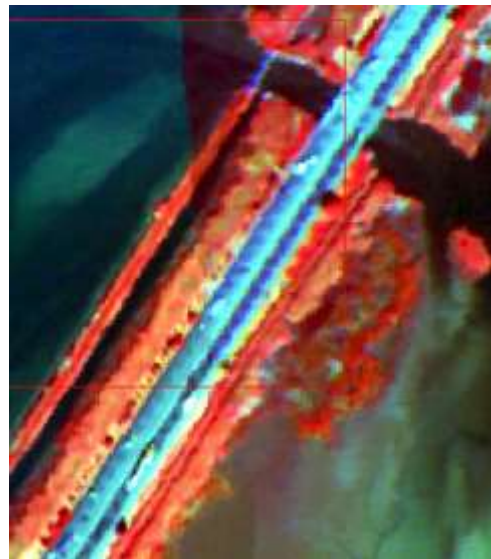
**Acceptable**

## 5.3: GEOMETRIC CORRECTION

AISA Imagery Example – 2004



**Not Acceptable**

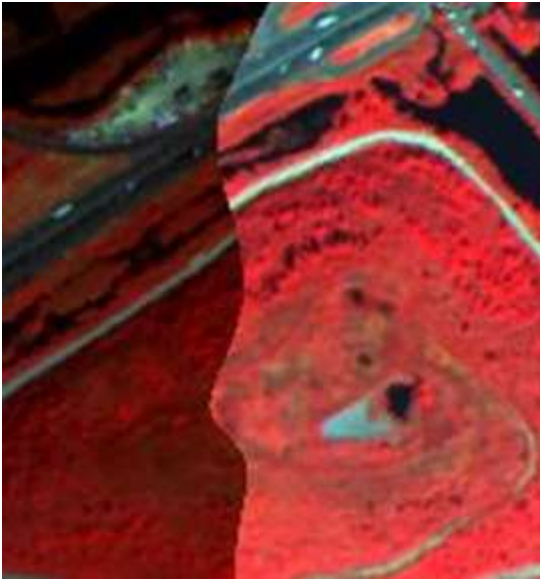


**Acceptable**

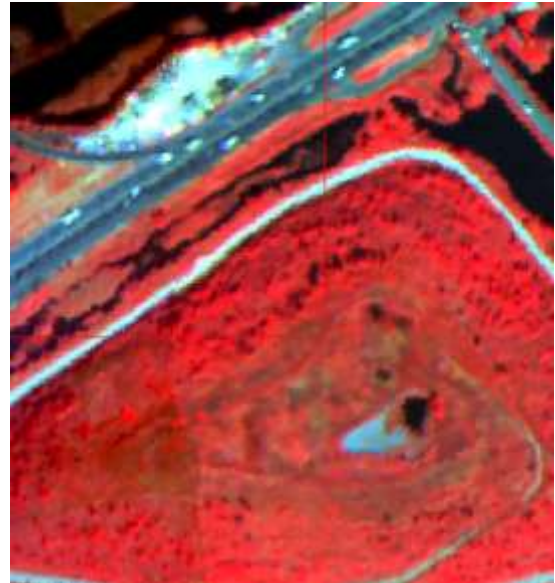


## **5.4: BRIGHTNESS CORRECTION**

AISA Imagery Example - 2004



**Not Acceptable**



**Acceptable**

**END OF SECTION 5.0**